

CINCINNATI POLICE DEPARTMENT



STAFF NOTES

Colonel Thomas H. Streicher, Jr., Police Chief
April 13, 2004

<u>ITEM</u>	<u>SUBMITTED BY</u>
1. WINTER UNIFORM SHIRTS	SUPPLY UNIT
2. CERTIFIED LAW ENFORCEMENT EXECUTIVE PROGRAM (CLEE)	TRAINING SECTION
3. ASSISTANCE TO VETERANS	TRAINING SECTION
4. ADMINISTRATIVE REGULATION #55	PLANNING SECTION
5. CONTACT CARDS REMINDER	PLANNING SECTION
6. NEW BUSINESS DEVELOPMENT AND PERMIT CENTER	PLANNING SECTION
7. THANK YOU LETTERS	CHIEF'S OFFICE
8. REVISION OF PROCEDURE 12.030 VEHICLES: ASSIGNMENT, USE, AND MAINTENANCE	PLANNING SECTION
9. REVISION OF PROCEDURE 12.035 REPORTING POLICE VEHICULAR ACCIDENTS AND DAMAGE	PLANNING SECTION
10. REVISION OF PROCEDURE 18.105 CIVILIAN OBSERVERS	PLANNING SECTION

1. WINTER UNIFORM SHIRTS

Winter uniform shirts must be ordered in the near future. In order to purchase the correct number of sizes, each district/section/unit must complete a check-off list for winter shirts. Please include the following information on all shirt requests:

Officers ordering male shirts must specify neck size, sleeve length, and right or left handed designation. (Minimum neck size on male shirts is 14 inches.)

Officers ordering female shirts must include neck size, sleeve length, chest size, and right or left handed designation.

Officers requiring "long body" shirts should include that information on the shirt request. ("Long body" shirts should only be ordered for very tall officers.)

Shirts should be ordered on "as needed" basis only. The order will be limited to two shirts per officer.

This information must be received by Supply Unit by Friday, May 7, 2004. Any questions should be directed to Supply Unit at line 2520.

2. CERTIFIED LAW ENFORCEMENT EXECUTIVE PROGRAM (CLEE)

The Law Enforcement Foundation and the Ohio Chiefs of Police are offering a Certified Law Enforcement Executive Program (CLEE). CLEE certification requires completion of a one-year training program including eight "in-residence" days in Columbus, significant self-study, and completion of examinations and case studies covering eight different modules. The CLEE certification is frequently being used as a requirement in hiring top-level police executives throughout the state.

The Police Chief has approved participation of Department personnel in the CLEE program. Applications are restricted to lieutenants and above. Personnel interested in attending the CLEE program for 2005 must submit a Form 17, through channels, to the Police Academy by May 14, 2004. Questions may be directed to Lieutenant Howard Rahtz at line 352-3562.

3. ASSISTANCE TO VETERANS

The Veterans Community at 2420 Drex Avenue in Norwood is offering educational session for veterans returning from combat zones. A number of veterans have reported nightmares, flashbacks and relationship problems after returning home. These sessions are designed to assist both the veteran and his/her spouse in

dealing with these issues. The sessions will be led by Sister Kateri Koverman who served in war zones including Vietnam, Ethiopia, and El Salvador. Sister Koverman has been providing services to veterans for eleven years. The sessions include a question and answer period and all information shared is held in strict confidence. For further information, contact Sister Kateri Koverman at 336-4426.

4. ADMINISTRATIVE REGULATION #55

[Attached](#) to these Staff Notes is a copy of Administrative Regulation #55. This regulation prohibits offensive or derogatory comments based on race and/or color and outlines the penalties.

5. CONTACT CARDS REMINDER

Officers are reminded that all incidents where a Contact Card, Form 534, is required, all fields on the front of the card must be completed. Supervisors will review and approve all Contact Cards prior to being forwarded to Records Section. Records Section will return incomplete Contact Cards to the officer for completion.

6. NEW BUSINESS DEVELOPMENT AND PERMIT CENTER

[Attached](#) to these Staff Notes is a flyer to announce the opening of the City's new Business Development and Permit Center. The multi-purpose facility will offer a single point-of-contact service for Cincinnati homeowners, developers, architects, small business owners, construction personnel, and others involved in the development and building permit process. All permits that involve development and building construction will be issued at this location.

7. THANK YOU LETTERS

[Attached](#) to these Staff Notes are several thank you letters written to the Police Chief for the professionalism displayed by officers in our Department.

8. REVISION OF [PROCEDURE 12.030](#), VEHICLES: ASSIGNMENT, USE, AND MAINTENANCE

Procedure 12.030, Vehicles: Assignment, Use, and Maintenance, has been revised. Section I. Push Bumpers has been added and states that when repositioning a disabled vehicle utilizing the push bumpers, the officer will:

- Visually inspect the disabled vehicle and determine the point of contact.
- Position the police vehicle to make bumper to bumper contact.
- Inform operator to unlock steering wheel, place transmission in neutral and maintain control of the vehicle.

- When both vehicles are ready for repositioning slowly accelerate the police vehicle enough to begin moving the vehicle.
- When all proper steps have been taken and damage occurs to either vehicle a Form 317 will be completed. The incident will not be considered a vehicular accident.

There are additional minor changes throughout the procedure. Personnel should review the procedure in its entirety. These revisions are effective immediately. The revised procedure is available on the Intranet and on the Department web page.

9. REVISION OF PROCEDURE 12.035, REPORTING POLICE VEHICULAR ACCIDENTS AND DAMAGE

Procedure 12.035, Reporting Police Vehicular Accidents and Damage, has been revised.

- The Definition of Police Motor Vehicle Accident has been amended and states when a disabled vehicle is moved utilizing “push-bumpers” and damage occurs to either vehicle, the incident will not be considered a vehicular accident.
- Section C.2.b. directs an estimate to be made by Fleet Services for possible restitution when criminal charges are filed.
- Section F.3.a.1) directs to forward all copies of Forms 90SP, OH1, and Fleet Services estimate to Fleet Services Subrogation Section when an outside party is at fault.

There are additional minor changes throughout the procedure. Personnel should review the procedure in its entirety. This revision is effective immediately. The revised procedure is available on the Intranet and on the Department web page.

10. REVISION OF PROCEDURE 18.105, CIVILIAN OBSERVERS

Procedure 18.105, Civilian Observers has been revised. An Information section has been added. The following additions have been made to the Procedure:

- Section A.2. has been added regarding records checks, they are to be performed using the Clerk of Courts web page (<http://www.courtclerk.org/>).
- Section D.3. has been added instructing the observer not to view the Mobile Data Terminal while in use.

This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

Administrative Regulation No. 55



City of Cincinnati

Office of the City Manager

Date: March 24, 2004

Approved: 

Subject: Prohibiting Offensive or Derogatory Comments

The purpose of this policy is to prohibit offensive or derogatory comments based on race and/or color.

Harassment on the basis of race and/or color violates Title VII of the Civil Rights Act of 1964. It is the policy of the City of Cincinnati that every employee is entitled to a diverse and respectful workplace. Within the City of Cincinnati, it is prohibited for any employee to engage in harassing behavior in the workplace on the basis of race and/or color. Ethnic slurs, racial "jokes," offensive or derogatory comments, or other verbal or physical conduct based on an individual's race and/or color constitutes harassment if the conduct creates an intimidating, hostile, or offensive working environment or interferes with another individual's work performance.

Violations of this policy will result in dismissal without regard to the employee's disciplinary or penalty history. Each case shall be reviewed individually for exception based on factors that may justify a lesser penalty. In any case where it is deemed appropriate that an exception to the policy of dismissal be made, a 40 hour suspension shall be the mandatory penalty for the first offense. For the second offense, the penalty shall be 80 hours and for a third offense, the penalty shall be dismissal.

City of Cincinnati
Announces Its New
**Business Development
and Permit Center**
3300 Central Parkway

Open April 26

Services Include:

- ❖ Development Consultation
- ❖ Water and Sewer Tap Permits
- ❖ Building Permits and
Inspection Services
- ❖ Subdivision Permits
- ❖ Right-of-Way Permits
- ❖ Certificates of Appropriateness
- ❖ Underground/Above Ground Tank Permits/
Use Permits
- ❖ CINergy and Electrical Permit Information

All permits applied for after April 23 can be picked up at the New Center

For more information visit www.cincinnati-oh.gov/buildings or call (513) 352-3271.



806-877 Upper Gage Avenue,
Hamilton, Ontario, Canada,
L8V 4K8, March 25, 2004

4150 Reading,
District 4 Police,
Cincinnati, Ohio
45229

Re: Officer Jim Lucas

Dear Sir:

On Tuesday, March, 2 my fiancée and I were travelling on I-75 through Cincinnati on our way to Florida. We blew a tire and scraped our car down the wall until we came to a stop. As it was very unsafe for us to exit the car, we called 911. Officer Jim Lucas was dispatched to help us. Not only did he assist us in removing our car from the highway, he also made sure we were able to get our repairs at a reputable facility and get back on our way to our vacation.

In this day, when most things you hear about your officers are negative, we would like to make sure that he is commended for his actions that day. In our opinion, he went beyond the call of duties to make sure that visitors to your city are left with a very high opinion of the law enforcement of Cincinnati.

We thank you and in particular Officer Jim Lucas.

Yours truly,

A handwritten signature in black ink, appearing to read 'Arthur Williams', with a stylized, flowing script.

Arthur Williams



College of Education,
Criminal Justice, and Human Services

Addictions Studies Program
Division of Criminal Justice
University of Cincinnati
PO Box 210389
Cincinnati, OH 45221-0389

600 Dyer Hall, Clifton Avenue
Phone (513) 556-5827
Fax (513) 556-3303
Web www.uc.edu/criminaljustice

Colonel Thomas H. Streicher, Jr.
Police Chief
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Dear Col. Streicher,

One March 27, 2004, Lt. Howard Rahtz provided a presentation at the University of Cincinnati's "Treatment in Crisis-Revisited Forum." The College of Education, Criminal Justice and Human Services' Addictions Studies Program sponsored this event.

The forum focused on the community crisis as a result of unavailable treatment for not only substance related disorders, but consequently, for mental health problems from which 50% of this population suffer. This has resulted in a "community under stress;" and, many of us believe is a factor in the strain that has occurred.

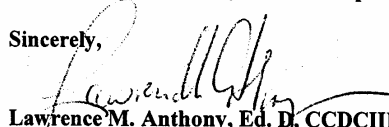
Not only was Lt. Rahtz's message important, his physical presence has inspired many of the participants to become more involved with legislative and community action.

We heard many positive comments about his presentation and the connectedness that many in the audience felt, for the first time, with the Cincinnati Police Department. We hope that more positive interaction will come from this event.

I believe that Lt. Rahtz's contribution to this forum should be recognized.

Thank you for all that you do to keep our community safe.

Sincerely,



Lawrence M. Anthony, Ed. D, CCDCHI-e
Academic Director, Addictions Studies and Treatment Programs
College of Education, Criminal Justice and Human Services





**College of Education,
Criminal Justice, and Human Services**

**Addictions Studies Program
Division of Criminal Justice**

University of Cincinnati
PO Box 210389
Cincinnati, OH 45221-0389

600 Dyer Hall, Clifton Avenue
Phone (513) 556-5827
Fax (513) 556-3303
Web www.uc.edu/criminaljustice

March 31, 2004

**Colonel Thomas H. Streicher, Jr.
Police Chief
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Ohio 45214**

Dear Col. Streicher,

One March 27, 2004, Sgt. William Bell provided a presentation at the University of Cincinnati's "Treatment in Crisis-Revisited Forum." The College of Education, Criminal Justice and Human Services' Addictions Studies Program sponsored this event.

Sgt. Bell's presentation focused on D.A.R.E. and the impact that the lack of prevention programs and untreated substance abuse has on the youth of our community.

His presentation had a very important message and the audience responded very positively. The Cincinnati Police Department was represented very well. Because of the niche population with which Sgt. Bell is involved, I have asked him to be on our Advisory Committee for the Addictions Studies Program at the University. I hope that he can participate. I am enclosing a copy of our mission for your information.

I'm sure that Sgt. Bell's performance is consistent with the expectations and the highest traditions of the Cincinnati Police Department.

Thank you for all that you do to keep our community safe.

Sincerely,

A handwritten signature in black ink, appearing to read "Lawrence M. Anthony".

**Lawrence M. Anthony, Ed. D, CCDCHH-e
Academic Director, Addictions Studies and Treatment Programs
College of Education, Criminal Justice and Human Services**

City of Deer Park
Police Department

7777 Blue Ash Road
Deer Park, Ohio 45236

ALVIN A. GILLE
Chief of Police

Office (513) 791-8056
Fax (513) 794-8875

April 3, 2004

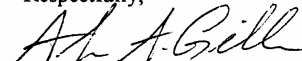
To: Colonel Thomas H. Streicher, Jr.
Fr: Colonel Alvin A. Gille
Re: Assistance with Bomb Threat at the Deer Park High School

Sheriff Leis,

I would like to take this opportunity to express our sincere appreciation for the assistance rendered by **Police Specialist Gregory Ventre** and his **explosive detection canine**. On March 30th 2004 at 8:33 AM we had a bomb threat phoned into our high school. The suspect advised there were bombs in our high school, middle school and stadium. Specialist Ventre and his partner responded to the scene with 3 other explosive detection canines and searched the area. Thankfully, there were no bombs found and school was able to resume after the buildings were cleared. We were able to identify the perpetrator and make an arrest. Specialist Ventre's assistance insured the safety of the staff and students of the Deer Park High School. Specialist Ventre and his canine are assets to your department and a pleasure to work with.

Thanks again for the assistance.

Respectfully,


Alvin A. Gille
Chief of Police

City of Deer Park
Police Department

7777 Blue Ash Road
Deer Park, Ohio 45236

ALVIN A. GILLE
Chief of Police

Office (513) 791-8056
Fax (513) 794-8875

April 3, 2004

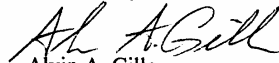
To: Colonel Thomas H. Streicher, Jr.
Fr: Colonel Alvin A. Gille
Re: Assistance with Bomb Threat at the Deer Park High School

Sheriff Leis,

I would like to take this opportunity to express our sincere appreciation for the assistance rendered by **Police Specialist Patrick Murray** and his **explosive detection canine**. On March 30th 2004 at 8:33 AM we had a bomb threat phoned into our high school. The suspect advised there were bombs in our high school, middle school and stadium. Specialist Murray and his partner responded to the scene with 3 other explosive detection canines and searched the area. Thankfully, there were no bombs found and school was able to resume after the buildings were cleared. We were able to identify the perpetrator and make an arrest. Specialist Murray's assistance insured the safety of the staff and students of the Deer Park High School. Specialist Murray and his canine are assets to your department and a pleasure to work with.

Thanks again for the assistance.

Respectfully,


Alvin A. Gille
Chief of Police

BUSINESS INTELLIGENCE, INC.

JAMES F. SIMON
President
Licensed Private Investigator

"Private Investigations"
6900 Murray Avenue
Mariemont, Ohio 45227

TEL: (513) 561-0100
FAX: (513) 561-0101

March 31, 2004

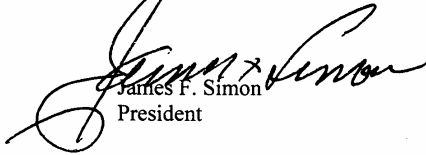
Chief Thomas H. Streicher
Cincinnati Police Department
310 Ezzard Charles Dr.
Cincinnati, OH 45214

PERSONAL AND CONFIDENTIAL

Dear Chief Streicher,

I was in a funeral procession for Earl Baumann, a retired Cincinnati police officer on March 25, 2004. The procession went from Visitation Church to St. Joseph Cemetery. I am writing this letter to compliment Derrick Hill and Howard Smith, the two Cincinnati motorcycle police officers that escorted the funeral procession. They were extremely efficient and professional in their demeanor. In spite of the heavy traffic on the procession route, they were able to move the funeral cars without a glitch. Their appearance and control of the situation speaks well of their training and of them as individuals.

Sincerely,



James F. Simon
President

/mld

enc.

xpedx
4510 Reading Road
P O Box 29460
Cincinnati, OH 45229-0460

513-641-5000
800-669-7102
513-641-5003 FAX



March 30, 2004

Col. Thomas H. Streicher, Police Chief
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Dear Chief Streicher,


Officer Eric Franz spoke to our Safety Brown Bag Luncheon (two sessions) on Tuesday March 30, 2004. Our Office Safety Team requested a police officer to speak on the dual topic of "How to act when stopped by the police?" and "How do I know that's a real Police Officer?"

Officer Franz's presentation was done with an informative Power Point Presentation. He gave a broad spectrum of valid reasons why a citizen might be stopped by the police. He answered the question of whether an officer must be in full uniform in a marked cruiser to make a traffic stop. He included photos of city and county officers and cruisers for added visual recognition. Finally, he concluded the session with a question and answer time. During this time he handled several difficult questions with ease and professionalism.

Our audience was very alert and the topic was well received. The delivery was fluid, smooth, well paced, and focused. Officer Franz is an excellent representative of the Cincinnati Police Department. He looked, spoke, and acted the part of a true law enforcement professional.

We are very grateful for the time he spent with us and thank you for raising the bar on professionalism and response to the needs of your citizens.

Cordially,


Harold Schroer, Manager of Safety
xpedx-Saalfeld, Tri-State Division
4510 Reading Road
Cincinnati, Ohio 45229

xpedx
4510 Reading Road
P O Box 29460
Cincinnati, OH 45229-0460

513-641-5000
800-669-7102
513-641-5003 FAX



March 30, 2004

Col. Thomas H. Streicher, Jr., Police Chief
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, OH 45214

Dear Chief Streicher,

Thank you so much for sending Police Officer Eric Franz to our workplace to speak at our safety luncheon today! The topic was "What to Do When a Police Officer Stops You" and "How Do I Know It's Really a Police Officer?" The presentation he offered was not only informative and helpful, but I think we all enjoyed his presentation style and slide show as well.

It always makes an impression to hear from an officer who has seen so many real-life situations and tell about them in ways that may help prevent others from making judgments that could jeopardize the safety of themselves or others.

What a privilege it is to be able to learn from such an officer today and feel as though we're getting the best advice for safety on the road and with approaching imposters!

Thank you again for enabling this information to come to our location through Officer Franz.

Best Regards,

A handwritten signature in cursive script that reads "Dawn Mood". The signature is written in black ink.

Dawn Mood
Administrative Assistant
xpdx
Safety Team Member

12.030 VEHICLES: ASSIGNMENT, USE, AND MAINTENANCE

Reference:

Administrative Regulation #51

Definitions:

Take-home means the police vehicle may be used to commute to and from work, including responding to or from meetings, court, and recall situations.

On-call means the police vehicle may be used for all transportation needs. On-call status is granted to officers who must respond directly to a point of recall without first responding back to their residence to pick up the police vehicle.

Procedure:

A. Assignment of Vehicles

1. After consultation with the bureau commanders, the Fleet Manager will assign motor vehicle equipment to Department units.
2. Forward a request for additional equipment on a Form 17, with supportive data, to your bureau commander.
 - a. After reviewing the request, the bureau commander will note his recommendations and forward it to the Fleet Management Unit.
 - b. The Fleet Manager will review the request, make a recommendation, and forward the report to the Police Chief for final determination.
3. The Fleet Manager will provide a vehicle jacket containing all necessary information for each vehicle assigned to a police unit.
 - a. Retain the jacket in the unit file. When the vehicle is removed from service, return the jacket to the Fleet Management Unit.

- b. If there are any special regulations about operating the vehicle, forward a copy of these regulations to the officer in charge (OIC) of the assigned unit. The operating unit will strictly adhere to these regulations.

B. Semiannual Rotation of Vehicles

1. The Fleet Management Unit will send a list of the vehicles scheduled for rotation to the affected units 30 days before the designated rotation date.
2. Rotating unit's responsibilities
 - a. Each unit receiving a list designating a vehicle(s) from their unit for rotation will:
 - 1) Inspect the vehicle(s) two weeks before the designated rotation date.
 - 2) Perform any maintenance due, or that will become due within 500 miles of the inspection date.
 - 3) Correct any defects found before rotation of the vehicle.
 - 4) Complete a Form 427, Cincinnati Police Vehicle Inspection Report. The unit supervisor will approve and sign the Form 427.
 - 5) After approval, place the Form 427 in the vehicle jacket for rotation.
3. Receiving unit's responsibilities
 - a. Each unit receiving vehicles through rotation will:
 - 1) Inspect the vehicle and review the vehicle jacket.
 - 2) Ensure the Form 427 is complete and accurate.
 - 3) Notify the supervisor approving the Form 427 of any discrepancies.

- 4) Ensure the rotating unit corrects any problem/discrepancy before accepting the vehicle.

C. Use of Vehicles

1. All Police Department vehicles are used for the transaction of police business only. Only Police Department or authorized service personnel will operate the vehicles.
2. Department personnel will not take Department vehicles home on a regular basis without the Police Chief's approval. Only the Police Chief may grant take-home or on-call status, except as listed in C.2.b.
 - a. Submit a Form 17 to the Police Chief for approval.
 - b. If necessary, a district/section commander may authorize sworn personnel to take Department vehicles home overnight on a non-regular basis for the efficient completion of police related duties.
3. The Police Chief and assistant chiefs are considered on-call and may use their city vehicles for all transportation needs.
4. Other Police Department personnel assigned take-home vehicles will use the following guidelines:
 - a. Officers identified as on-call may use their vehicles for all transportation needs while in on-call status.
 - b. Officers not in an on-call status will use their take-home vehicle for the following purposes only:
 - 1) For inspection during other than normal tours of duty
 - 2) When attending a public gathering where a possible need for police service may arise, and/or good public relations may be promoted by their presence

- 3) When attending meetings or groups where police matters are a primary concern
5. Other Department employee's assigned take-home vehicles such as canine officers, special investigators, motorcycle officers, etc., will use the vehicles only for the following purposes:
 - a. Regular assignments
 - b. Orders of superior officers
 - c. Attendance at an official judicial hearing
6. Department personnel assigned a take-home vehicle will record on a Form 429 , Take-Home Vehicle Report, each time the vehicle is used for city business before or after normal work hours and the purpose.
 - a. Within one week after the end of each quarter, Department personnel will electronically submit completed Form 429(s) directly to the Fleet Management Unit and forward a copy through their chain of command. Do not forward hard copies to the Fleet Management Unit.
 - b. Whenever an officer is transferred to or from an approved take-home/on-call vehicle assignment, supervisors must submit changes directly to the Fleet Management Unit. Officers will not be considered approved for the vehicle until the change is submitted to the Fleet Management Unit.
7. The Fleet Management Unit will maintain a master list of positions authorized take-home or on-call. No changes to the list will be made without the direct written authorization of the Police Chief. The master list will be submitted semiannually in January and July through the Resource Bureau Commander for review and updating by the Police Chief.

8. It is the responsibility of each officer assigned to a position to know if that position has a take-home or on-call vehicle status. Officers with approval must submit a completed Form 429 directly to the Fleet Management Unit upon transfer out of an assignment with take-home/on-call approval.
9. Personnel will return personally assigned vehicles to the unit of assignment when an absence will exceed seven days.
10. No Department personnel will operate motor vehicle equipment without a valid driver's license.
 - a. Each January, district/section commanders will ensure a QD (Query Driver's License) computer check is completed on all sworn and non-sworn employees under their command who operate a city or private vehicle on city time.
 - b. District/section commanders will submit a check-off list to the Personnel Section by January 31 each year containing the following operator's license information:
 - 1) Name of employee
 - 2) Operators license number, type, state
 - 3) Expiration date of the license
 - 4) Date of verification and current status
 - 5) Restrictions
 - c. The district/section commander will retain a file copy.
11. Department employees will operate all Department automotive equipment according to state laws, local ordinances and the Rules and Regulations of the Police Department.

D. Motorized Vehicle Inspections

1. Department employees will make daily inspections of their assigned police vehicle before and after their tour of duty. The operator will carefully check the following:
 - a. Cleanliness: The vehicle will be clean inside and outside. Unauthorized bumper stickers or other markings will not be on the vehicle.
 - b. Tires: properly inflated, be alert for damage or unusual wear.
 - c. Body: dents, or damage. Make any necessary reports of damage.
 - d. Lights: all working properly. Keep lenses clean.
 - e. Glass: check windows for cracks. Maintain clear visibility.
 - f. Oil: maintain proper level. Be alert for dripping oil. Check to see if overdue for preventive maintenance.
 - g. Cooling System: maintain proper coolant level.
 - h. Brakes: check pedal for proper adjustment and uneven wear. Check the emergency brake to be sure it holds the vehicle.
 - i. Transmission: maintain proper fluid level.
 - j. Steering: check to see if it is too tight or too loose. Check fluid level.
 - k. Battery: No maintenance required.
 - l. Windshield Wipers: check for proper working order. Check washer fluid level.
 - m. Dashboard Instruments: check all dashboard instruments. Check that all lights work.
 - n. Seats: check to see if they are operational and will adjust easily.

- o. Gas Key: condition and presence of.
- p. Siren/Emergency Lights: check that they are working properly
- q. Spot Lights/Auxiliary Lights: check that they are working properly.
- r. Radio, LEERN: check to see if present and working properly.
- s. Mobile Video Recorder (MVR): check if all parts including wireless microphone, are present and free from damage. Record the serial # where indicated.
- t. Mobile Data Terminal (MDT): check if working properly and all parts, including antenna, are free of damage. Record the serial # where indicated.
- u. Radar Equipment: check if present and working properly
- v. Shotgun and Ammunition/ Shotgun Box: check for condition of shotgun, shotgun box and supply of ammunition. Record the serial # where indicated.
- w. Beanbag Shotgun: Check to see that the seal on the box is not broken. Record the serial # where indicated.
- x. Pepper Ball Gun: check for condition and supply of ammunition.
- y. Taser: check for presence and supply of taser cartridges. Record the serial # where indicated.
- z. Riot Shields: check for presence of and condition.
- aa. Protective Equipment: "Safeskin" Nitrile Exam Gloves and Hand Cleaning Gel: maintain an adequate supply of both.
- bb. First Aid Kit and (5) Decontamination Wipes: check for presence, condition and adequate supply.

- cc. Scout Car Equipment: check for presence and condition of stretcher, leather wrist and ankle restraints
- dd. Fire Extinguisher: check that it is carrying proper pressure. Check that fire extinguisher is mounted upright.
- ee. Traffic Cones: check for condition and supply.
- ff. Flares: maintain a minimum of 12.
- gg. Citizen Complaint or Information Forms 648: maintain an adequate supply of all.
- hh. Citizen Complaint Information Brochures: maintain an adequate supply of all.
- ii. Service Feedback Forms: maintain an adequate supply of all.
- jj. FRA Form: a copy of the City of Cincinnati financial responsibility letter.
- kk. QOT: perform a query of outstanding tags, note any located
- ll QW: perform a query of wanted persons, note any wants
- mm. Remarks: above is to serve only as a guide. Any other factor that affects the safe, efficient, and economical operation of the vehicle should be carefully noted. Section "D. 1. f." of this guide is mandatory.
- nn. Each vehicle must be inspected at the beginning of each shift. The purpose of the inspection is to ensure the vehicle is properly equipped for use, is properly maintained, is free of weapons and contraband, and has not been tampered with since last use.

2. On the 2nd and 4th Sundays of each calendar month, the first shift OIC is responsible for completing a Form 427 on each vehicle. Each district/section/unit will designate one supervisor to coordinate the Preventative Maintenance (PM-A & B) program for the affected district/section/unit. This supervisor will ensure that all necessary vehicle maintenance is completed on schedule.

a. The supervisor will initial all Forms 427 and prepare Form 427A, Maintenance Inspection Sheet, verifying that all necessary maintenance has been completed or is scheduled for completion.

b. The unit commander, or in his absence the acting unit commander, will initial these reports showing approval. Keep the Forms 427 and 427A on file at the unit of assignment.

c. If the inspecting employee discovers needed repairs or service, complete a Form 425, Motor Vehicle Repair Report.

3. Mileage Report

a. On the 4th Sunday of each calendar month, the first shift OIC or designee will complete a Form 426, Mileage Report for all vehicular equipment assigned to the unit.

b. Complete the Form 426 as follows:

1) State the correct dates for the beginning and ending period.

2) Arrange in numerical order according to equipment numbers.

3) Indicate all equipment assigned to the unit which is at Fleet Services.

a) Place equipment number in proper sequence on the report with the previous mileage reading. State alongside "In Garage". Must be a 5 digit number, i.e. 00289.

- 4) List all equipment borrowed from another unit.
 - a) Record the equipment number and the present mileage reading in proper sequence on the report.
 - b) State where the equipment is on loan from.
- 5) Total the mileage for the month.

c. The unit commander will review this report for completeness and accuracy and forward it to the Fleet Management Unit through the Department's electronic mail system. Do not send a hard copy.

E. Shotguns

1. All marked patrol vehicles are equipped with a 12-gauge shotgun.
2. The shotgun, with four rounds in the magazine and six extra shells, is mounted in the front of the vehicle.
3. Each shift will ensure the shotgun and ammunition are in the vehicle.
 - a. When the vehicle is left at the garage, remove the shotgun.
4. When the shotgun needs repair, contact the Firearms Training Unit.

F. Care, Maintenance, and Repair of Motorized Vehicles

1. The police operator and his supervisor are responsible to see that necessary service, maintenance, and repairs are coordinated through the designated district/section/unit Preventative Maintenance supervisor and completed.
 - a. Schedule police vehicles for maintenance as follows:

Beat & Scout Cars - 3,000 miles or 3 months PM-A Oil Change

9,000 miles or 9 months PM-B necessary repairs with oil change

Passenger Cars, Vans, & Trucks - 6,000 miles or 6 months for PM-A

18,000 miles or 18 months PM-B

Motorcycles & Three Wheelers - 2,000 miles or 2 months PM-A

6,000 miles or 6 months PM-B

b. Scheduling of service will be done at any police district at least 24 hours in advance of PM-A or PM-B service.

1) PM-A's will normally take thirty minutes. PM-B's will normally take four hours to complete.

2. The operator of the vehicle on the first shift is responsible for having the police vehicle washed and thoroughly cleaned inside and outside when needed.

a. During inclement weather, this will be done as often as conditions warrant and service demands permit.

b. The unit preventative maintenance supervisor will schedule vehicles for maintenance. Only one of the unit's vehicles will be out of service at any one time whenever practical.

G. Preventative Maintenance Supervisor

1. Each bureau/district/section is responsible for appointing a Preventative Maintenance supervisor.

2. The Preventative Maintenance supervisor will:
 - a. Oversee the safe, efficient, and economical operation of the motor fleet.
 - b. Be responsible for administering the motor vehicle inspection and preventive maintenance program for the unit using Forms 427 and 427A, and any other necessary forms.
 - c. Complete a thorough investigation of all police vehicle accidents involving personnel of the unit.
 - c. Carefully analyze and evaluate all accidents involving unit personnel and make appropriate recommendations. The primary objective is identifying the accident-prone and negligent driver.
 - d. Review and evaluate the accident experience, vehicle inspection reports, and driver evaluation examinations. Based on this analysis, execute the Department program in the following areas:
 - 1) Care of motor vehicles and equipment
 - 2) Safe operation of vehicles and equipment
 - 3) Preventive maintenance at the unit level
 - 4) Motor vehicle inspection program

H. Garage Facilities

1. Fleet Services, Central Parkway and Bates, provides 24 hour service.
 - a. All services, including PM-A'S and PM-B'S and all related repairs can be scheduled at any police district mechanic location.
 - b. PM-A'S can be scheduled at Fleet Services main facility at 352-3682 with 24 hour notice.

c. Mechanics are on duty at all other times to make minor emergency repairs and road calls.

2. The auxiliary garages at each district will make most repairs and provide preventive maintenance to the motor fleet.

a. These auxiliary garages are open Monday through Friday, except holidays, during the following hours:

1) District One 0800 to 1630
Hours

2) District Two 0600 to 1430
Hours

3) District Three 0600 to 1430
Hours

4) District Four 0600 to 1430
Hours

5) District Five 0600 to 1430
Hours

3. During inclement weather or other emergency occasions, mechanics respond to these auxiliary garage locations for service.

4. When delivering a vehicle to Fleet Services or one of the auxiliary garages for repair or service, the operator will verbally advise the garage supervisor or person in charge, of the needed repair.

a. If advised an extensive delay will be necessary to complete the work, the officer will:

1) Make arrangements for another officer to pick up the officer. Transfer all equipment from the disabled vehicle to the appropriate district or unit area.

a) Notify the unit of assignment of this transaction and make an appropriate blotter entry.

5. Police vehicles are repaired at Fleet Services or auxiliary garages only.
 - a. Department leased vehicles are repaired at the lease vehicle contractors designated site.
6. Promptly report recurring deficiencies in operation or servicing of motor vehicles on a Form 17 to the Police Chief.

I. Push Bumpers

1. When repositioning a disabled vehicle utilizing the push bumpers officers will:
 - a. Visually inspect the disabled vehicle and police vehicle to determine the point of contact.
 - b. Position the police vehicle to allow the push bumpers to make contact with the disabled vehicle's bumpers.
 - c. Inform the operator of the disabled vehicle to:
 - 1) Unlock the steering wheel
 - 2) Place the vehicle transmission in neutral
 - 3) Maintain control of the vehicle. (If the vehicle is unable to start, the disabled vehicle will only have manual brakes and manual steering).
 - d. When both vehicles are ready for repositioning slowly accelerate the police vehicle enough to begin moving the disabled vehicle (5 miles per hour is the maximum speed).
 - e. When all the above steps have been taken and damage occurs to either vehicle a Form 317, Cincinnati Police General Conditions Report will be completed and forwarded to Fleet Management Unit. The incident will not be considered a vehicular accident.

J. Skid Chains

1. If appropriate, maintain a set of skid chains for each marked vehicle at the district garage.
2. Do not install skid chains on any leased vehicles or vehicles equipped with front wheel drive.
3. Do not operate vehicles with skid chains having broken links. If unable to make a satisfactory repair to the chain, the operator will have the vehicle towed to the garage.
4. Operate vehicles equipped with skid chains at moderate speed, to prevent damage from the chains.
5. The storing of salt, sand, or a mixture thereof in city vehicles, for use on slippery streets, is prohibited.

Procedure 12.225 - Vehicular Crash Reporting
 Procedure 12.435 - Report of Conditions Affecting
 Other Departments - FORM 318
 Procedure 12.535 - Emergency Operation of Police
 Vehicles
 Traffic Crash Report Procedures - Ohio Department
 Highway Safety
 Administrative Regulation #52 - Substance Abuse
 Policy

Police Motor Vehicle Accident: For the purpose of this policy, a motor vehicle accident is defined as an occurrence that results in property damage and/or injury and meets the following conditions:

1. It is an accident.
2. It involves a motor vehicle that is owned or leased by the City of Cincinnati or the Police Department, or is under the control of a Police Department member during the performance of official duties.

When a disabled vehicle is moved utilizing "push-bumpers" and damage occurs to either vehicle, the incident will not be considered a vehicular accident.

Category 1 (negligent): Department rules require members to obey all laws. A Department member is negligent (has committed a Category 1 violation) for purposes of this policy if the member violates a minor misdemeanor provision of the Cincinnati Municipal Code (CMC) or the Ohio Revised Code (ORC), or applicable statute from another jurisdiction, and is found to be at fault for a vehicular accident.

Category 2: All Department members are required to know and adhere to Department policy and procedure regarding the emergency operation of police vehicles.

For purposes of this policy, a member has committed a Category 2 violation if he or she violates any provision of Procedure 12.535, Emergency Operation of Police Vehicles, and is found to be at fault for a vehicular accident, or if the member violates a provision of CMC or ORC, or applicable statute from another jurisdiction, that is a higher degree than a minor misdemeanor, and is found to be at fault for a vehicular accident.

Purpose:

Provide for the investigation and uniform reporting of police vehicular accidents and other damage to police vehicles. Police vehicles include automobiles, motorcycles, bicycles, trailers and horses.

Policy:

Department members will be subject to corrective and/or disciplinary action for motor vehicle accidents where they are found to be at fault and have been negligent (Category 1) or have committed a Category 2 violation.

Procedure:

A. Documentation Needed for Accidents

1. Form OH-1, Ohio Traffic Crash Report
2. Form 90SP, Supervisors Review of Vehicle Crash. The following must be investigated at the scene by a supervisor:
 - a. When vehicle is in motion with a driver.
 - b. When vehicle is in motion without a driver.
 - c. When vehicle is parked on public or private property.
 - d. When a bike, horse, etc., is struck by a motor vehicle.

B. Police Vehicles Involved in Auto Accidents

1. The operator of any police vehicle involved in any vehicular accident will:

- a. Allow the vehicle(s) to remain in the post-accident position if traffic conditions permit. With the exception of emergency circumstances, do not remove the vehicle(s) from the immediate vicinity.
- b. Provide aid and transportation for the injured, if necessary.
- c. Immediately request Police Communications Section (PCS) to dispatch an appropriate district car and district/section/unit supervisor to investigate the accident.
 - 1) It is the responsibility of the supervisor of the district/section/unit to which the operator is assigned to conduct the supervisory portion of the investigation.
 - a) If the district/section/unit responsible has no available supervisor, the nearest available district supervisor will conduct the investigation and will forward the forms to the vehicle operator's supervisor for review and processing.
 - 2) If a horse is the police vehicle involved in an auto accident and the horse receives an injury, unless the injury is very minor, the investigating supervisor will request a Mounted Squad supervisor respond, including recall via city pager if necessary.
 - 3) If a serious accident involving a police vehicle occurs, the investigating supervisor will request Traffic Unit respond, including recall if necessary.
 - 4) The investigating supervisor will also notify the Fleet Management Unit Manager while at the scene via PCS. The supervisor will then proceed with the accident investigation.

- 5) The investigating supervisor will ensure, if possible, photographs are taken of damage to all involved property.

2. Required reports

- a. When police equipment is involved in an auto accident, even if on private property, supervisors will ensure the following steps are completed:
 - 1) Form OH-1 prepared by the investigating officer
 - 2) Form 90SP prepared by the investigating supervisor
 - 3) For Police Department reporting purposes, any time a police vehicle is involved in an auto accident a Form BMV3303, Ohio Motor Vehicle Crash Report, will be completed at the time the Form OH-1 is completed.
 - a) The Fleet Management Unit will forward the Form BMV3303 to the Ohio Bureau of Motor Vehicles (BMV) when required.
 - b) Officers will be required to sign any Form BMV3303 when the driver of an involved vehicle is uninsured. The Form BMV3303 is then forwarded to BMV. If the Form BMV3303 is completed for city reporting purposes only (i.e., the driver is insured), the officer's signature is not required.
 - b. If the accident causes damage to other City property, e.g., fire hydrant, the investigating supervisor will prepare a Form 318, Conditions Affecting Other Departments, in accordance with Procedure 12.435.
3. The vehicle operator's supervisor will make a blotter entry briefly describing the facts of the accident. Indicate the necessary reports have been made.

4. The supervisor will make the appropriate entries in the police vehicle jacket.
 5. The investigating supervisor will examine the damaged vehicle to determine if it is safe for use. Consider both mechanical defects and unsightliness. If unsure the vehicle is safe to use, call the Fleet Manager.
 - a. Tow or drive the vehicle to the Fleet Services body shop if the vehicle is removed from service.
 - b. During regular Fleet Services working hours, (0800-1630) and if the vehicle is safe for patrol duty, take it to Fleet Services for an estimate at the body shop.
 - c. After regular Fleet Services working hours, the first shift officer in charge (OIC) will send the vehicle to the Fleet Services after 0800 hours on the next regular working day for an estimate at the body shop.
 - d. The officer taking the vehicle to the body shop will take the BMV3303 to be filled out by the body shop personnel and notify the investigating supervisor of the estimate amount.
 - e. The supervisor will enter the estimate in the blotter and on Form 90SP in the appropriate place.
- C. Documentation Needed For Incidents Which Are Not Auto Accidents
1. Immediately notify a supervisor in the district of occurrence of the incident.
 2. Do not complete a Form 90SP. Supervisors will ensure the necessary forms are completed based on the cause of the damage.
 - a. Damage (scratches, dents, body damage, etc.) which is not the result of a criminal act is reported on a Form 317, Cincinnati Police General Conditions Report.

b. Damage (broken window, flattened tire, radio antenna broken, etc.) which is the result of a criminal act is reported on a Form 301, Cincinnati Police Department Incident Report. An estimate will be completed by Fleet Services for possible restitution when criminal charges are filed. All forms will be sent through the chain of command and forwarded to the Fleet Manager.

c. Incidents occurring which result in personal injury or property damaged by police equipment (e.g., collisions involving Department bikes, horses, etc., with persons/property) are reported on a Form 301.

- 1) If injury/damage is due to horse involvement, a Mounted Squad supervisor will investigate the incident and ensure Cincinnati Police Department Incident Report, Form 301, is completed. If unavailable, notify a Park Unit supervisor.
 - a) If neither of the above are available, notify a supervisor in the district of occurrence.
 - b) In all cases, the supervisor notified will prepare a Form 17 with all pertinent facts and route through the chain of command.

3. Supervisors are to adhere to section B.4. and B.5. of this procedure when police vehicles are damaged.

D. Progressive Corrective/Disciplinary Action

1. Progressive corrective/disciplinary action will be administered for Category 1 and Category 2 vehicular accidents involving Department members.
 - a. Department members will be subject to disciplinary action for auto accidents where they are found to have been negligent when any of the following apply:

- 1) The member has been found at fault in four or more Category 1 motor vehicle accidents within a 24-month period.
- 2) The member has been found at fault in two or more Category 2 motor vehicle accidents within a 24-month period.
- 3) The member has been found at fault in three Category 1 and one Category 2 motor vehicle accidents within a 24 month period.
- 4) The member has been found at fault in a Category 1 or Category 2 motor vehicle accident that resulted in serious injury, as defined by ORC 2901.01(E), or death.

E. Uniform Corrective/Disciplinary Action Guidelines

1. Mitigating factors, including but not limited to injuries and property damage, will be considered to affix disciplinary penalties within the range indicated by this policy.
 - a. Category 1 Accidents (24 month period):
 - 1st Category 1 accident: ESL entry
 - 2nd Category 1 accident: ESL entry and driver training
 - 3rd Category 1 accident: Written Reprimand and driver training
 - 4th Category 1 accident: Pre-Disciplinary Hearing
 - Sustained finding for 4th Category 1 accident: 8 hours suspension
 - Sustained finding for 5th Category 1 accident: 8 - 24 hours suspension
 - Sustained finding for 6th Category 1 accident: 24 - 40 hours suspension

- Sustained finding for 7th Category 1 accident: 40 hours suspension - dismissal
- b. Category 2 Accidents (24 month period)
 - 1st Category 2 accident: Written Reprimand and driver training
 - 2nd Category 2 accident: Pre-Disciplinary Hearing
 - Sustained finding for 2nd Category 2 accident: 8 - 24 hours suspension
 - Sustained finding for 3rd Category 2 accident: 24 - 40 hours suspension
 - Sustained finding for 4th Category 2 accident: 40 hours suspension - dismissal

F. Responsibilities of the District/Section/Unit Commanders

1. District/section/unit commanders will carefully analyze and evaluate all accidents involving personnel under their command. They will arrange appropriate corrective training and make disciplinary recommendations. The primary objective is to identify the accident prone and careless driver. The district/section/unit commander will:
 - a. Sign and make recommendations/comments in Block 33 of Form 90SP.
 - b. Forward completed Forms 90SP and BMV3303, when required, any photos, and a copy of Form OH-1, through the chain of command, to the Fleet Management Unit.
2. All reports of police vehicle accidents will be reviewed by the affected district/section/unit/ commander and forwarded to the affected bureau commander for review. If the applicable circumstances listed under Section E. 1. apply, a pre-disciplinary hearing will be scheduled. The Resource Bureau Commander is the Department Hearing Officer for police vehicle accidents in this procedure.

3. The Fleet Management Unit, upon receipt of Forms 90SP, OH-1, and BMV3303, via chain of command will:
 - a. Examine the reports for completeness and accuracy, and evaluate the facts of the accident.
 - 1) Forward copies of Forms 90SP and OH-1, and Fleet Services estimate to Fleet Services Subrogation Section when an outside party is at fault.
 - b. Send the original Form BMV3303 to the BMV when required.
 - c. Send a form letter to the BMV with pertinent information from the Form OH-1 to ensure sworn personnel do not receive points on their driver's license. (This applies only to on-duty accidents.)
 - d. File in the vehicle jacket:
 - 1) Any photos
 - 2) The original copy of Form 90SP
 - 3) The duplicate copy of Form OH-1
 - 4) The duplicate copy of Form BMV3303 when required.
 - e. Forward copies of all accident information to Training Section to evaluate for remedial or additional training.

G. Post-Accident Testing

1. As soon as practical following a vehicular accident involving a Department member, while in the course and scope of his/her duty and/or who was operating a city vehicle, the member shall be tested for drugs and alcohol if:
 - a. The accident involves the loss of human life, or
 - b. The member receives a citation under state or local law for a moving violation arising from the accident.

2. A member who is subject to post-accident testing shall remain readily available for such testing or may be deemed to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or prohibit a member from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary medical care.
 - a. The results of blood or breath tests for alcohol detection or urine tests for drug detection which are conducted by federal, state, or local officials having independent authority for the test shall be considered to meet the requirements of this section, provided such tests conform to applicable federal, state, or local requirements, and the results are obtained by the city. Blood alcohol tests will be expressed as grams per 100 ml of blood.
3. Members required to take a post-accident alcohol test shall not use alcohol for eight hours following the accident or until the member undergoes a post-accident test, whichever comes first.
 - a. If an alcohol test is not administered to the member within two hours following the accident, the supervisor will prepare a Form 17 stating the reasons the test was not administered.
 - b. If an alcohol test is not administered to the member within eight hours following the accident, attempts to administer an alcohol test shall cease and the supervisor will prepare a Form 17 stating the reasons the test was not administered.
4. If a drug test is not administered to the member within 32 hours following the accident, attempts to administer a drug test shall cease and the supervisor will prepare a Form 17 stating the reasons the test was not administered.

- a. OccNet Testing Express, located at the Alliance Business Center (formerly the Jewish Hospital), 3200 Burnet Avenue, Level A, will administer drug tests Monday through Friday, 0800 hours to 1600 hours.
- b. The Jewish Hospital of Kenwood, Health Alliance, 4777 E. Galbraith Road, will administer drug tests from 1600 hours to 0800 hours and on weekends.

18.105 CIVILIAN OBSERVERS

Reference:

Procedure 12.021 - Visitor Identification in Police Facilities
Procedure 12.700 - Search Warrants/Consent to Search
Procedure 18.106 - Police Clergy Program

Purpose:

To develop an open relationship of integrity and trust with the citizens of the community by providing individuals an opportunity to observe the daily patrol operations of the Police Department.

Policy:

Civilian participation in Department programs is subject to certain provisions.

All civilian observers will participate in a uniform Patrol Bureau assignment. All requests by civilians to ride in an undercover assignment (Street Corner, General Vice Enforcement, etc.) must be approved by the Police Chief.

All persons observing police activities will sign a Release of All Claims (Form 612), except as noted in Section A.1.

Police Clergy Program members and nonsworn Police Department employees may ride at any time without prior scheduling provided space is available.

Civilians will not become actively involved in police incidents while accompanying a police officer. Their activity should be restricted to that of an observer.

Information:

All civilian observers (except Clergy and nonsworn employees) must have written permission from one of the following:

Police Chief

Bureau commander

Affected district/section commander

Community Oriented Policing (COP) Coordinator

Refer to Procedure 12.700, SEARCH WARRANTS/CONSENT TO SEARCH, Information and Policy sections regarding restrictions and guidelines for civilians, media, and third parties during the execution of a search warrant.

Procedure:

A. Processing Release of All Claims (Form 612):

1. The assigned officer will ensure a Form 612 has been completed for each observer before participation.
 - a. Nonsworn Police Department employees are not required to complete a Form 612, as long as they are observing in the performance of their job.
 - b. The police clergy's original Form 612 remains in force as long as they remain a Police Clergy Program member.
2. Processing Form 612 includes a records check which will be made using the Clerk of Courts web site (<http://www.courtclerk.org/>).
3. Note on the Form 612 the signature of the person performing the record check.
 - a. Civilians will not be permitted to ride if they have:
 - 1) Been convicted of any offense of violence.
 - 2) Been convicted of any serious misdemeanor.
 - 3) Any felony convictions.
 - 4) Any outstanding warrants or capiases.
4. Observers will be advised of the instructions on the Form 612.
5. All persons under 18 years old must have their parent(s) sign the parental consent portion of the Form 612.
 - a. The COP Coordinator or the district/section commander granting permission must verify parental consent.

6. File the original Form 612 at the district/section where the participant observes.
 - a. Forward a copy to the COP coordinator for his file.
 - b. Give the civilian a copy.

B. Scheduling Observers:

1. The COP Coordinator will process and schedule all observers except those directly approved by the bureau/district/section commander.
 - a. The COP Coordinator will schedule individual and organized groups referred by the police administration.
 - b. The COP Coordinator will not grant civilians permission to ride if they rode within the last six months, unless they are participating in the University of Cincinnati Internship Program or the Cincinnati Police Explorer Program.

C. Supervisory Responsibilities:

1. Determine the observer's assignment within the unit.
 - a. An insufficient number of field units may prevent observers from participating in a department program.
2. Determine if a radio is available for the observer's use.
3. List civilians participating as observers on the lineup.
 - a. The entry will indicate the identity of the observer, the police officer to whom assigned, radio number (if provided), and the hours.

D. Assigned Officer Responsibilities:

1. Instruct the observer on the rules of conduct listed on the Form 612.

2. Familiarize the observer with the operation of the police radio.
3. Instruct the observer not to view the Mobile Data Terminal (MDT) while in use.
 - a. Advise the observer that it is a violation of the Law Enforcement Automated Data System (LEADS) rules and regulations and can result in sanctions against the department.
4. Indicate the assignment of an observer on his Daily Activity Record (Form 436A).

E. Observer Responsibilities:

1. Present a completed Form 612 to the supervisor where the observer will ride.
2. Wear identification while in police facilities and while riding.
3. Refrain from looking at the MDT screen while in the vehicle.

F. Reporting Incidents:

1. Department employees will promptly report to a supervisor all cases of improper behavior or unusual occurrences involving a civilian observer.
 - a. Supervisors may refuse/terminate the observer's participation for:
 - 1) Improper dress.
 - 2) Improper conduct.
 - b. Document the refusal/termination on a Form 17.
 - 1) Route a copy to the COP Coordinator for filing.
2. If an observer is injured while participating in a Department program, a supervisor will document the details on a Form 17.
 - a. Route a copy to the COP Coordinator for filing.